

2008 SUMMER RESIDENTIAL GOVERNOR'S SCHOOLS (SRGS) FOR VISUAL AND PERFORMING ARTS PROCESS GUIDE FOR PRIVATE SCHOOL ADMINISTRATORS

The 2008 Summer Residential Governor's School (SRGS) selection process is consistent with the mission of the Virginia Department of Education (VDOE) to provide eligible students in the Commonwealth fair and equitable access to programs and services, and to allow for greater decision making at the local level. The process continues to guarantee representation in the SRGS while providing equitable participation to accredited private schools through their regional cooperatives. All information, applications, and nomination report forms are available at the following Web address:

www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS

The 2008 Summer Residential Governor's School (SRGS) selection of nominees from private schools will continue to be conducted by the nine regions for private schools and the VDOE. However, the number of regions has been reduced from nine to seven, representing a 2007 agreement between the VDOE and the Virginia Council for Private Education (VCPE). In an effort to assist the private secondary schools with the regional SRGS selection process, the VDOE has identified contact persons who will facilitate the regional process. Where the regional coordinator has yet to be announced, VCPE personnel will be assisting the region in determining a coordinator. Please refer to **ATTACHMENT A** for the names and contact information for these individuals and a listing of private schools by region.

As in past years, schools are encouraged to recognize the steps involved in the selection process and to establish dates for the submission of the various parts of the visual and performing arts application in a manner that meets the region's needs. Each regional coordinator is encouraged to provide all schools assigned to the specific region with information regarding the application submission process and meeting dates and locations. The VDOE works with the private school regional coordinators as the primary contact for all information.

This administrative guide for application to the Summer Residential Governor's Schools sponsored by the VDOE outlines the specific process for the Visual and Performing Arts program (VPA) from application through completion of the summer program. Additional information is available at the following Web site:

www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS

The rewards of attending a residential Governor's School are great, but the effort needed to complete the application process can be challenging. The work of students, parents, teachers, counselors, school administrators, and central office administrators is deeply appreciated.

Because many schools do not have school-based gifted education teachers, the secondary school counselor is a vital person in the application process. He or she is the one person in the building with access to the required records and who also knows the student. Students should consult the school counselor throughout the process and honor all deadlines established by the counselor.

DEFINITION OF TERMS

Applicants	Students are classified as applicants throughout the school and regional selection processes.
Nominees	Applicants are classified as nominees if their applications are selected by the division's selection committee to be submitted to the VDOE.
Regional Coordinator	The designated contact person within the region who is the final authority within the region for problem solving with the VDOE.
Visual and Performing Arts Programs	The visual and performing arts programs available for students include visual art, dance, instrumental music, vocal music, and theatre.

BRIEF DESCRIPTION OF THE PROCESS

#	COMPONENT	DESCRIPTION	TIMELINE
1	Dissemination of Information	The head of each private school head or a designee is responsible for disseminating the pertinent information from this document as early in the school year as possible. At the same time, the regional coordinator will disseminate regional dates for local adjudication (if needed), applications, and the timeline for student deadlines in this process.	October 2007
2	Criteria for Eligibility	Each private school head is responsible for insuring that all nominees meet the established criteria for application to the Governor's School for Visual and Performing Arts. Coordinators are required to sign each application to indicate that each nominee submitted is eligible for the program.	October 2007
3a	Adjudication Process	The information on all students participating in the VPA adjudication process is due to the adjudication director at the University of Richmond by November 16, 2007 (written/faxed), or November 22, 2007 (online). Requests for specific percussion instruments to be provided at specific adjudication sites are also due on this date.	November 16, 2007 (written/faxed submission) November 22, 2007 (online submission)
3b	Adjudication Process	Once this information is processed, the adjudication director sends a personalized letter that includes the date, time, and place of adjudication for each student, as well as a map and directions to the site, to each coordinator or private school head for distribution.	December 8, 2007
3c	Adjudication Process	VPA adjudications are held on Saturdays in January in geographic regions. Inclement weather may alter the schedule, but students should make every effort to attend the designated adjudication. Special instructions about weather problems and cancellations, as well as an adjudication information phone number, are included in the letter prepared for each student by the adjudication director.	January 2008
3d	Adjudication Process	By the end of January, copies of each applicant's official adjudication scores are returned to the respective private school counselor. These two yellow score sheets are critical parts of the application and must be attached to each application sent to VDOE.	January 25, 2008
4	School Selection Process	School selection committees meet in January or February to determine which candidates to send forward for the regional selection process.	January – February 2008
5	Regional Selection Process	Regional selection committees meet in late January/early February to determine the nominees for each Governor's School. Each	January – February 2008

#	COMPONENT	DESCRIPTION	TIMELINE
		application must be ranked. No two nominees may share a rank.	
6	Regional Nominee Submission Process	<p>5:00 p.m. on February 20, 2008 - DEADLINE for information on the nominees to be submitted in electronic format and the actual completed applications postmarked and mailed to the following address:</p> <p style="text-align: center;">Summer Residential Governor's Schools Office of Middle/High School Instruction Virginia Department of Education 101 North 14th Street, Richmond, Virginia 23219 OR P.O. Box 2120, Richmond, Virginia 23218-2120</p> <p>Schools shipping applications by a carrier other than the USPS must use the street address.</p>	February 20, 2008
7	VDOE Selection Process	Final selection for participation in the Governor's Schools is dependent on the strength of the application, local ranking, and the needs of the specific program. Consideration must be given to dormitory space, geographic balance within the Commonwealth, and other factors.	February – April 2008
8	VDOE Student Notification Process	In mid-April students will receive letters concerning the status of their applications. Nominees will either be invited to attend a program or will be designated as alternates. Prior to the mailing of these letters, heads of private schools and regional coordinators will receive lists indicating the status of individual nominees. Selection for the VPA program is competitive and based on the needs of the program. As in past years, regions are not guaranteed representation in the VPA program.	Mid-April 2008
9	Payment Process	Private schools will be invoiced in late May for students who have accepted the invitation by May 19, 2008. Revised invoices may be sent after that date, indicating students who declined or accepted after the May invoice. Only regions with membership changes will receive revised invoices. Private school payments must be made by June 16, 2007, the Monday preceding the first day of these programs.	May – June 2008
10	Process Completion	Copies of applications must remain on file in the private school until August 15, 2008. At that time, applications should be shredded.	August 15, 2008

DETAILED PROCESS INFORMATION VISUAL AND PERFORMING ARTS PROGRAMS

1. DISSEMINATION OF INFORMATION

- Each private school regional coordinator is encouraged to provide all high schools with information regarding the application submission process. Regions should establish and publicize dates for the submission of the various parts of the visual and performing arts application in a manner that meets the needs of the students.
- The Governor's School process begins as **tenth- and eleventh-grade students** return to school. Schools must publicize information about the Summer Residential Governor's Schools to all tenth- and eleventh-grade students and may not restrict information about the program to students enrolled in art, dance, drama, or music classes or those recommended solely by teachers.
- Each private school must not discriminate upon the basis of religious conviction, race, gender, age, national origin, disability, or parent/guardian occupation.

- Each private school submitting applications for the regional nomination process must be accredited by an appropriate accrediting organization. For further information, contact the Virginia Council for Private Education at www.vcpe.org.
- Private schools are responsible for the local share of the tuition costs for any student nominated. The local share for private schools is 50 percent of the tuition cost.

NOTE: Students whose parent or guardian resides in Virginia but who attend private schools outside of the Commonwealth may also be nominated for Virginia's Summer Residential Governor's Schools if they meet all other eligibility requirements. Such students must contact the Office of Middle/High School Instruction, at SRGS@doe.virginia.gov, or at 804-225-2651 for more information. Students may access applications and other information at the following Web address:

www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS

2. CRITERIA FOR ELIBILITY

The school shall provide an application to any student who meets the eligibility criteria listed below. Schools are strongly encouraged to review the selection criteria with students and to assist them in recognizing the competition they face at the state level. The following criteria shall be met for a student to be eligible for consideration for the VPA program:

- In the **visual and performing arts (VPA)** programs, a student may have been identified as gifted in the arts area (*8 VAC 20-40-50, Criteria for Screening and Identification*), but if a private school has no gifted program specific to the arts, any student who meets the criteria for the VPA program may apply. A student may meet any one of the following criteria to be eligible:
 - Rank at or above the 80th percentile on recent standardized test measures, or
 - Possess a C average for the last grade completed, or
 - Have a letter of commendation from a teacher who feels the student would qualify if not for an unusual situation or circumstance.
- A student shall be neither a current applicant to a 2008 Governor's Foreign Language Academy or other Summer Residential Governor's School Program, nor a former participant in these programs. **A student may attend only one Foreign Language Academy or Summer Residential Governor's School program during his or her high school career.**
- A student who participates in one of the 18 Academic-Year Governor's School or who has participated in one of the 20 Summer Regional Governor's Schools **MAY** apply.
- A student shall be genuinely interested in attending the Governor's School and have the emotional maturity, stability, and self-discipline to live away from home for an extended period.
- A professional who knows the current artistic ability and strengths of the student shall recommend the student.
- Each student shall participate in the adjudication process in January as scheduled by VDOE.

3. ADJUDICATION PROCESS

Submitting Applicants for Adjudication

All VPA applicants **shall** participate in the state-sponsored adjudication process. Adjudication sites are provided in **ATTACHMENT B**. Students may adjudicate in only one art area. Each private school may select one adjudicant in each art discipline (visual art, dance, instrumental music, vocal music, and theatre). The information in **ATTACHMENT B** indicates that each private school is allowed **one set of five** adjudicants. If a school does not fill one or more of the arts disciplines, it may **not** substitute students from other arts disciplines into those slots.

For information and specific questions with respect to adjudication procedures, requirements, and sites contact:

Adjudication Director
The Governor's School
28 Westhampton Way
University of Richmond, VA 23173
Information 804-289-8220 • Fax 804-287-1860
www.richmond.edu/govschool/students/application/adjudication.html
govschool@richmond.edu

Private school counselors or designees provide the adjudication director with the names of applicants in each art discipline online or on the Applicant Report for Site Adjudication form (**ATTACHMENT C**) postmarked or faxed by **November 16, 2007**. Online submissions must be received by November 22, 2007.

- Private schools may submit adjudication information to the University of Richmond online. Information is available at the following Web address:

www.richmond.edu/govschool/schoolpersonnel.html

The following information must be provided by the November 2007 deadline:

- Advance notification of transportation plans that require students to be scheduled at adjacent times (e.g., several students carpooling from the same private school, or schools/regions that provide transportation for students).
- Advance notification of scheduling conflicts such as district band competitions that require students to be scheduled at specific times or on a date other than the one assigned to the private school.
- Requests for large percussion instruments to be provided at the specific adjudication site.

It is the responsibility of the private school counselor or designee to insure that all information required by the adjudication director is delivered on time. Neither the adjudication director nor the VDOE may be held responsible for student information that does not arrive or arrives late. **THE UNIVERSITY OF RICHMOND RESERVES THE RIGHT TO ASSESS AND COLLECT LATE FEES FOR INFORMATION THAT IS NOT RECEIVED BY THE DEADLINE.**

Scheduling Adjudication Appointments

The adjudication director will schedule all adjudication appointments. If an adjudicant has a known school-related conflict that cannot be rescheduled, the school counselor or designee must indicate this on the Applicant Report for Site Adjudication form or online. The adjudication director will mail a listing of the applicants' scheduled appointments to the school counselor or designee. In that mailing, the school counselor or designee will also receive individual student letters regarding adjudication appointments, a campus map, and other materials to be copied and distributed to each applicant. Information is **not** mailed directly to students.

Applicants must notify their school counselor or designee in advance if they know they will be unable to attend the adjudication. The school counselor or designee will then notify the adjudication director if an applicant is unable to attend the scheduled adjudication. Applicants will be rescheduled at the adjudication director's discretion.

The University of Richmond is responsible for the adjudications at all three sites. It reserves the right to charge a cancellation fee of \$25.00 for each student who fails to attend his/her scheduled state adjudication appointment, without rescheduling prior to or immediately after that date. The cancellation fee will allow the university to recoup expenses for the professional and support staff, and facilities needed for the students scheduled to adjudicate at each site.

Make-up Appointments

Applicants who qualify for a make-up adjudication appointment must notify the private school contact by the Monday immediately after the scheduled adjudication. The private school contact must notify the adjudication director no later than the following Wednesday.

To qualify for a make-up adjudication appointment, an applicant must be excused for the missed appointment for one of the following reasons: (a) medical illness documented by written excuse from a physician; (b) family emergency as documented by written excuse from parent or guardian; (c) inclement weather documented by a letter or e-mail from the school counselor or designee; or (d) unforeseen school-related conflict documented by a letter or e-mail from the sponsor. The adjudication director will reschedule appointments at a subsequent location or by videotape. The adjudication director will send videotaping instructions to the school counselor or designee, if applicable.

Adjudication Scores

The adjudication director will mail the two completed yellow adjudication forms to school counselors or designees postmarked no later than January 25, 2008. Two adjudication scores for each applicant are required in order to complete student applications for consideration by the regional selection committee. Student applications must include these two yellow sheets for consideration at the state level. While the University of Richmond encourages adjudicators to double check their computations for accuracy, school counselors or designees are encouraged to check the scores as well.

4. SCHOOL SELECTION PROCESS

Committee Process

Applicants to the 2008 Summer Residential Governor's School for Visual and Performing Arts are required to participate in the state-sponsored adjudication process. It is important that schools wishing to participate in this process contact the regional coordinator as soon as possible to confirm their intention to participate. Following the receipt of the adjudication forms in late January, each school may review its applicants and then forward applications to the regional selection committee. Scoring information found in this document should be used to assist the schools in their decisions on applicants to be forwarded to the regional level of competition.

Each private secondary school may select applicants for the VPA programs. The regional coordinator, based on guidance provided, determines the number of applicants a school may submit to the region's selection committee. These applicants become part of the region's applicant pool from which nominees will be selected.

Each school may convene a committee to consider the applicants from the school. Schools should consider including school counselors, art, dance, drama, and music teachers, and persons with expertise or experience in gifted education in the arts on the committee. Each school sends the completed original application for each applicant to the regional selection committee according to the schedule established by the regional coordinator.

5. PRIVATE SCHOOL REGIONAL SELECTION PROCESS

Number of Nominees

The maximum number of nominees a private school region may submit is determined by VDOE (see **ATTACHMENT A**) based on the enrollment of eligible students in the region. Each region may submit **one nominee in each art discipline** (visual art, dance, instrumental music, vocal music, and theatre) **for the first 1,000 students and one additional nominee in each art discipline for each additional 1,000 students (or fraction thereof) enrolled in tenth and eleventh grades.**

Committee Process

Each private school sends the completed, **original** application for each applicant to the regional selection committee. The regional selection committee must receive applications by the deadline established by the regional coordinator. After receiving applications, with two yellow adjudication forms attached to each application from each participating private school, the region selects its nominees.

The regional selection committee will consider the pool of local applicants and select nominees. The principal or headmaster or his or her designee from each participating school is responsible for determining who will serve on the regional selection committee. The regional coordinator should announce the date and location of this meeting and all participating

schools should receive written notice of the meeting. The regional coordinator should provide VDOE with the time, date, and location for the meeting, as well.

The VDOE suggests that the regional selection committee consist of secondary school counselors, educators and/or professionals knowledgeable in each of the art disciplines, and persons with expertise or experience in gifted education. The members of the regional selection committee should represent as many of the schools as possible and should include administrators or teachers who have knowledge about the Governor's Schools.

ATTACHMENT D, Scoring Guidelines, provides guidance on evaluating teachers' narratives and the student's statement of interest. Selection of nominees should be based on the applicant's ability to handle the academic and artistic components of the program, his/her social and emotional maturity, and genuine interest and willingness to participate in the program. Nominees should be broadly representative of the racial and gender composition of the region.

Completing the Application

The regional selection committee must determine the total score for each applicant by using the VPA Scores form. This form is available online at the following Web site:

www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS

The VDOE will check the computation of adjudication, teacher rating scales, and final scores as part of its process. Applications received by the VDOE with incomplete scores will be returned to the regional coordinator for completion. The student will not be considered for any position until all scoring is complete and the application is resubmitted.

Each student's application should also indicate the names, titles, and schools of the regional selection committee members and other signatures as indicated on the Division/Region Signatures form. This form is also available at the previously provided Web site. The regional coordinator's statement acknowledges that the student's attendance and discipline records have been reviewed and that the nominee is worthy to represent his or her region. **Private schools should retain a copy of each application until August 15, 2008.**

All decisions of the regional committee are final. The VDOE does not have jurisdiction over the decisions made at the local level, unless it is shown that the local selection did not adhere to the requirements outlined in this document.

6. PRIVATE SCHOOL REGIONAL NOMINEE SUBMISSION PROCESS

Ranking the nominees

Once the regional selection committee has identified its VPA nominees, those nominees must be ranked in score order, regardless of art area. In other words, all visual art, dance, instrumental and vocal music, and theatre students form one ranking pool, separate from the regular academic program and mentorship ranking pool. In the case of multiple students with the same score, the committee must assign a different rank to each student. **Students may share the same score, but not the same rank.** This ranking is required to enter students into the Nomination Report.

Submitting the Nomination Report

Nomination information will be submitted to the VDOE via a specific Web site. The VDOE will provide authorized regional coordinators with user names and passwords for access to Single Sign-On for Web Systems (SSWS). Individual private school personnel will not have access to SSWS. Only authorized users will be able to open the 2008 Summer Residential Governor's School Nominations Report. The Nomination Report form will be available Friday, February 1, 2008, at the following Web address:

<https://p1pe.doe.virginia.gov/ssws>

The first page of the VPA application includes all student information needed to complete the nominations report. The first screen, after successful login, will show the region's quotas for the art disciplines. These totals will adjust automatically as students' program choices are entered. Users should click on the "Add Nominee" button to the right of the art discipline quotas to start entering student data. The user will be notified when he or she attempts to nominate a student in an

art discipline where the quota has been filled or where a rank has been duplicated. Users will have the ability to edit or delete data for nominees after they have been entered. Once **all nominee information, including all VPA and academic program and mentorship nominees, has been entered**, the user should click on "Verification Report," shown on the screen's left blue bar. This report requires Adobe Acrobat® to be read. If the user's computer does not have that software, it may be downloaded without charge from the following Web site:

www.adobe.com/products/acrobat/readstep2.html

Users should save the verification report to their computers, and print a copy for signature. The verification report must be printed after all nominees are entered in order to indicate the correct number of students for whom tuition certification must be sent from the heads of the private schools. Private schools indicate, through the signed tuition certification (**ATTACHMENT E**), that **they are guaranteeing tuition for all students nominated**. The region's nomination report is instantaneously transmitted to the VDOE. The second and subsequent pages of the region's verification report list pertinent information that has been transmitted to the VDOE about its nominees. If the user has an interruption during the online submission process, submission of the data will not be lost. Further information and specific step-by-step instructions will be posted to the following Web site and sent via e-mail to all regional coordinators by January 1, 2008:

www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS

Submitting Applications to VDOE

The regional coordinator mails original applications for the selected nominees along with the Tuition Certification signed by the appropriate head of the private school nominating the student to the VDOE. For each nominee, the regional coordinator must submit an original application and **both** yellow adjudication score sheets. Only materials required by the VDOE will be accepted. Transcripts, student resumes, and pictures should not be included in the submitted application.

IN ORDER TO BE CONSIDERED, all materials must be packed in the order indicated on the verification report and postmarked by 5 p.m. February 20, 2008. NO EXCEPTIONS WILL BE MADE. SUBMIT ORIGINAL COMPLETED APPLICATIONS TO THE FOLLOWING ADDRESS:

Summer Residential Governor's Schools
Office of Middle/High School Instruction
Virginia Department of Education
101 North 14th St., Richmond, VA 23219
OR

P.O. Box 2120, Richmond, VA 23218-2120

Schools shipping applications by a carrier other than the USPS must use the street address.

NOTE: Students whose applications were not sent forward for state-level consideration must be provided with written information indicating that they will not receive any communication from the VDOE in mid-April 2008. Divisions may be asked to provide this list to the VDOE.

7. VIRGINIA DEPARTMENT OF EDUCATION SELECTION PROCESS

The VDOE receives and processes all required materials **postmarked by February 20, 2008**. Final selection for VPA program participants is made by the VDOE and the VPA program director and will be based on the strength of the student's application, ranking, and the needs of the program.

NOTE: As in past years, private schools are not guaranteed representation in the VPA program. Selection for the VPA program is competitive and based upon the needs of the program.

8. VIRGINIA DEPARTMENT OF EDUCATION'S NOTIFICATION PROCESS

Each nominee will be sent a letter regarding his or her application status by mid-April 2008. Prior to the mailing of letters to all nominees, the head of the private school and the regional coordinator will receive a status list indicating "invited" or "alternate" status for individual nominees. At this point, students are listed as "invited" or "alternates." Regional coordinators are welcome to share this information with nominees. Each student's letter will be sent directly to the home address indicated on the nomination report and nominee's application.

9. PAYMENT PROCESS

Private schools will be invoiced in late May for students who have accepted the invitation to attend as of May 19, 2008. Schools may receive a revised invoice after that date indicating students who declined or accepted after the May invoice. Only those with membership changes will receive revised invoices. Payment for private school students is due by June 16, 2008, the Monday preceding the first day of these programs.

Tuition for the VPA program will not exceed the amount shown below. This or the lower amount will be used to determine the private school's share of VPA program costs:

Program	2008 Tuition	Private School Share
Visual and Performing Arts	\$1,832	\$916

10. PROCESS COMPLETION

Applications must remain on file until August 15, 2008. At that time, applications should be shredded.

**VISUAL AND PERFORMING ARTS PROGRAM
IMPORTANT DATES
2007-2008**

October 2007	Dissemination of information to students begins the process.
October 2007 - February 2008	Criteria for eligibility are considered for each student who plans to apply. Criteria are reviewed before applications are submitted.
November 16, 2007 (written/faxed) November 22, 2007 (online submission)	Adjudication deadline to submit names for VPA participants in the state adjudication process and to request specific percussion instruments at specific sites.
December 7, 2007	Adjudication schedules for individual students are mailed to gifted respective private schools to be given to students.
January 5, 2008	Adjudication - Site I University of Richmond
January 12, 2008	Adjudication - Site II Shenandoah University
January 19, 2008	Adjudication - Site III Emory and Henry College and make-up date
January 25, 2008	Adjudication - Completed adjudication scores forms (two for each student) are returned to respective private school counselors. If forms are returned earlier than this date, the school and regional process may take place in late January.
January-February 2008	School selection process takes place.
January-February 2008	Date determined by regional coordinators as deadline for schools to submit completed applications (with yellow adjudication forms attached) to the regional selection committee.
January-February 2008	Regional selection process takes place.
February 1, 2008	Summer Residential Governor's School Nominations Application will open through the SSWS.
February 20, 2008	Private school regional nominee submission process deadline to mail original applications and the cover page of the nominee report signed by the regional coordinator to the VDOE and to enter the nominee information on the VDOE's secure web site.
February-April 2008	VDOE selection process takes place.
Mid-April 2008	VDOE notification through letters sent to students indicating status of application. Coordinators and head of private schools receive a list of students and their status.
May 2008	Payment process begins with invoices that are sent for students who plan to attend.
June 2008	Payment process continues with adjustments to invoice(s), if necessary.
August 15, 2008	Process is completed when applications are shredded.

Contact Information:

If you have questions regarding the application, student selection process, submission of the nominee data, or the invoice process, please contact the Office of Middle/High School Instruction, at the VDOE at SRGS@doe.virginia.gov or at 804-225-2651.

ATTACHMENT A

Regional Contacts for Virginia Private Schools

Schools invited to participate are those currently listed as **accredited** by the appropriate agency as recorded by the Virginia Council for Private Education as of September 18, 2007. Regional Coordinators are being sought for regions 1, 3, and 7. Should you wish to volunteer or need further information, please contact Josie Webster (VCPE) at jwebster_vcpe@charter.net or Betsy Hunroe (VAIS) at betsyhunroe@vais.org.

Region 1 - Southwest Virginia and Southside Virginia - Craig County east, south, and west to Cumberland, Amelia, Nottaway, and Brunswick

Regional Coordinator: Julie Aavatsmark (JAavatsmark@northcross.org), North Cross School, 540-989-7289

VPA Nomination Quota: Two sets of five nominees

Amelia Academy	Hargrave Military Academy	Oak Hill Academy
Brunswick Academy	Holy Cross Regional School	Roanoke Catholic
Carlbrook School	Kenston Forest School	Roanoke Valley Christian
Carlisle School	Liberty Christian Academy	Timberlake Christian School
Chatham Hall	New Dominion School	Virginia Episcopal School
Faith Christian Academy	New Vistas School	Westover Christian Academy
Fuqua School	North Cross School	

Region 2 - Western Virginia and Shenandoah Valley (Winchester/Warren south to Covington/Botetourt across to Amherst to Fluvanna north to Louisa and Rappahannock

Regional Coordinator: Joan Barnett (jbarnett@tandemfs.org), Tandem Friends School, 434-296-1303 x 323

VPA Nomination Quota: Two sets of five nominees

Boys' Home, Inc	Massanutten Military Academy	St. Anne's - Belfield
The Blue Ridge School	Miller School of Albemarle	Stuart Hall
C. F. Richards Jr. Academy	Mountain View Christian Academy	Tandem Friends
The Covenant School	Randolph-Macon Academy	Timber Ridge
Eastern Mennonite High	Seton Home Study School, Inc	Wakefield Country Day School
Fishburne Military School	Shenandoah Valley Academy	Woodberry Forest
Fork Union Military Academy	Shenandoah Valley Christian Academy	

ATTACHMENT A, continued

Region 3 Central Virginia - Fredericksburg, Richmond, Petersburg,

Regional Coordinator: Scott Mayer (mayers@stcva.org), St. Christopher's School, 804-282-3185 ext. 304

VPA Nomination Quota: Two sets of five nominees

Banner Christian School	Fredericksburg Christian High School	Saint Gertrude School
Benedictine High School	Heritage Christian School	St. Catherine's School
Blandford Manor	New Community School	St. Christopher's School
Blessed Sacrament/Huguenot	Northstar Academy	Steward School
The Collegiate School	Richmond Academy	Trinity Episcopal School
Elk Hill Farm	Richmond Christian School	Victory Christian Academy
Fredericksburg Academy	Richmond Montessori School	

Region 4 Tidewater - Norfolk, Virginia Beach

Regional Coordinator: Christine Snow (csnow@nsacademy.org), Nansemond-Suffolk Academy, 757-539-8789

VPA Nomination Quota: Two sets of five nominees

Alliance Christian	Chesapeake Bay Academy	Portsmouth Christian Schools
Atlantic Shores Christian	Crawford Day School	Stonebridge
Barry Robinson Center	Greenbrier Christian Academy	Tidewater Academy
Bishop Sullivan Catholic High School	Nansemond-Suffolk Academy	Tidewater Adventist Academy
Broadwater Academy	Norfolk Academy	Virginia Beach Friends School
Calvary Christian School System	Norfolk Christian School	
Cape Henry Collegiate	Norfolk Collegiate	

Region 5 Peninsula - Hampton, Newport News, Northern Neck, Williamsburg

Regional Coordinator: Aaron Hill (AHill@hra.org), Hampton Roads Academy, 757-884-9385

VPA Nomination Quota: Two sets of five nominees

Christchurch School	Isle of Wight Academy	St. Margaret's School
Denbigh Baptist Christian School	Our Lady of Walsingham Academy, Upper School	Williamsburg Christian Academy
Hampton Christian School	Peninsula Catholic High School	
Hampton Roads Academy	Southampton Academy	

ATTACHMENT A, continued

Region 6 Northern Virginia – Fauquier, Stafford, Prince William, Alexandria, Springfield, Manassas

Regional Coordinator: Cathy Bliss (cathbliss@comcast.net), Seton School, 703-491-9109

VPA Nomination Quota: Two sets of five nominees

Bishop Ireton High School	Episcopal High School	St. Stephen's/St. Agnes School
Commonwealth Academy	Islamic Saudi Academy	Word of Life Christian Academy
The Dominion School	Richard Milburn High School	
Emmanuel Christian School	Seton School	

Region 7 Northern Virginia – Arlington, Loudoun, Fairfax, Alexandria, and Falls Church

Regional Coordinator: Tom Opfer (topfer@paulvi.net), Paul VI, 703-352-0925 ext. 303

VPA Nomination Quota: Two sets of five nominees

Bishop Denis J. O'Connell High School	Highland School	Paul VI High School
Christian Fellowship School	Madeira School	Potomac School
Flint Hill School	Notre Dame Academy	Vienna Adventist Academy
Foxcroft	Oak Valley Center	Wakefield School

Other Schools

VPA Nomination Quota: One set of five nominees

- Appomattox Regional Governor's School for Arts and Technology
- Maggie L. Walker Governor's School for Government and International Studies
- Quantico High School

ATTACHMENT B

Private School Applicants for Adjudication

Each private school is entitled one set of five adjudicants (one from each art discipline)

SITE I – University of Richmond, January 5, 2008

Alliance Christian	Faith Christian Academy	Our Lady of Walsingham Academy, Upper School
Amelia Academy	Fishburne Military School	Peninsula Catholic High School
Appomattox Regional GS for Arts and Technology	Fork Union Military Academy	Portsmouth Christian Schools
Atlantic Shores Christian	Fredericksburg Academy	Richard Milburn High School
Barry Robinson Center	Fredericksburg Christian School	Richmond Christian School
Benedictine High School	Fuqua School	Richmond Academy
Bishop Sullivan Catholic High School	Greenbrier Christian Academy	Richmond Montessori School
Blandford Manor	Hampton Christian School	Rivermont School
Blessed Sacrament/ Huguenot	Hampton Roads Academy	Saint Gertrude High School
The Blue Ridge School	Hargrave Military Academy	St. Anne's - Belfield
Boys' Home, Inc.	Heritage Christian Academy	St. Catherine's School
Broadwater Academy	Holy Cross Regional School	St. Christopher's School
Brunswick Academy	Islamic Saudi Academy	St. Margaret's School
C. F. Richards Jr. Academy	Isle of Wight Academy	Southampton Academy
Calvary Christian School System	Kenston Forest School	Steward School
Cape Henry Collegiate	Maggie L. Walker Governor's School for Government and	Stonebridge
Carlbrook School	International Studies	Stuart Hall
Chatham Hall	Miller School of Albemarle	Tandem Friends
Chesapeake Bay Academy	Nansemond-Suffolk Academy	Tidewater Academy
Christchurch School	New Community School	Tidewater Adventist Academy
The Collegiate School	New Dominion School	Trinity Episcopal School
The Covenant School	Norfolk Academy	Victory Christian Academy
Crawford Day School	Norfolk Christian School	Vienna Adventist Academy
Denbigh Baptist Christian School	Norfolk Collegiate	Virginia Episcopal School
Eastern Mennonite High	Northstar Academy	Virginia Beach Friends School
Elk Hill Farm	Notre Dame Academy	Williamsburg Christian Academy
		Woodberry Forest

SITE II – Shenandoah University, January 12, 2008

Bishop Denis J. O'Connell High School	Highland School	Seton School
Bishop Ireton High School	Madeira School	Shenandoah Valley Academy
Christian Fellowship School	Mountain View Christian Academy	Shenandoah Valley Christian Academy
Commonwealth Academy	Oak Valley Center	Timber Ridge
The Dominion School	Paul VI High School	Wakefield Country Day School
Emmanuel Christian School	Potomac School	Wakefield School
Episcopal High School	Quantico High School	Word of Life Christian Academy
Flint Hill School	Randolph-Macon Academy	
Foxcroft School	St. Stephen's/St. Agnes School	
	Seton Home Study School, Inc.	

ATTACHMENT B, continued

SITE III – Emory and Henry College, January 19, 2008

Carlisle School
Guardian Angel Regional Catholic
School
Liberty Christian Academy
Massanutten Military Academy

New Vistas School
North Cross School
Oak Hill Academy
Roanoke Catholic
Roanoke Valley Christian

Timberlake Christian School
Westover Christian Academy

ATTACHMENT C

Applicant Report for Site Adjudication No Exceptions for Late Entries

Postmarked or faxed to the following address by November 16, 2007:

Adjudication Director
The Governor's School
28 Westhampton Way
University of Richmond, VA 23173

Name of Private School			
Private School Counselor			
Mailing Address			
Phone Number with Area Code		E-mail	

Report adjudicants in following order: Visual Art, Dance, Instrumental Music, Vocal Music, and Theatre (Example: 15 Arts applicants [3 sets of five] - Indicate 3 Visual Art applicants, 3 Dance applicants, 3 Instrumental Music applicants, 3 Vocal Music applicants, and 3 Theatre applicants.)

NUMBER	APPLICANT	ART DISCIPLINE <small>(If music, include instrument or voice part)</small>	Percussion Instruments <small>(Needed at specific adjudication site)</small>
<u>Example</u>			
1.	Mary Smith	Dance	
2.	John Doe	Instrumental Music	Marimba (needed at SU)
3.	Sarah Cho	Vocal Music - Alto	

-
-
- 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.
 - 9.
 - 10.
 - 11.
 - 12.
 - 13.

ATTACHMENT C, continued

Applicant Report for Site Adjudication
(Duplicate Page for Additional Reporting)

PAGE of

NUMBER

APPLICANT

ART DISCIPLINE
(If music, include instrument or voice part)

Percussion Instruments
(Needed at specific site)

ATTACHMENT D

Scoring Guidelines

GUIDELINES FOR RATING STATEMENTS OF INTEREST

The committee is welcome to assign points, based on the rubric provided below. The rubric is provided as guidance for the scoring of student essays. Students have a single essay prompt. The rubric provided is based on the Standards of Learning writing rubric. The maximum score for each essay is 6 points per reader. The score is composed of Composition and Mechanics. Scores must be recorded as whole numbers, with the lowest of 0-1 and the highest of 6. Two readers' scores are averaged on the VPA scores form.

COMPOSITION	0 – 1	2	3	4
Central Idea	Missing	Unclear	Weak	Strong
Elaboration	Unclear	Seldom	Some	Appropriate
Organization	Lacking	Random	Lapses	Logical
Unity	Absent	Many digressions	Some digressions	Unified
Voice	Silent	Absent	Weak	Controlled
MECHANICS	0	1	2	
Sentence Structure	Weak	Some variety	Varied	
Usage	Incorrect	Some incorrect	Consistently correct	
Mechanics	Incorrect	Some incorrect	Consistently correct	

GUIDELINES FOR RATING TEACHERS' NARRATIVES

1. The regional coordinator may appoint a reading committee to score the teachers' narratives. This committee can be the same one used to score the applicants' statements of interest.
2. Reader(s) should assess each teacher's impression of the applicant and assign a score for each narrative between 1 (low) and 6 (high) based on the following scale:
 - **6 pts.** This student **demonstrates superior skills and understanding** of all of the following behaviors: ability to work cooperatively and meaningfully in groups; openness to diverse and new experiences; goals for artistic growth; creativity; and intellectual and social maturity.
 - **4 - 5 pts.** This student **demonstrates excellent skills and understanding** in most of the following behaviors: ability to work cooperatively and meaningfully in groups; openness to diverse and new experiences; goals for artistic growth; creativity; and intellectual and social maturity.
 - **3 pts.** This student **demonstrates adequate skills** in most of the following behaviors: ability to work cooperatively and meaningfully in groups; openness to diverse and new experiences; goals for artistic growth; creativity; and intellectual and social maturity.
 - **2 pts.** This student **demonstrates moderate skills** in the following behaviors: ability to work cooperatively and meaningfully in groups; openness to diverse and new experiences; goals for artistic growth; creativity; and intellectual and social maturity.
 - **1 pt.** This student **demonstrates few skills** in any of the following behaviors: ability to work cooperatively and meaningfully in groups; openness to diverse and new experiences; goals for artistic growth; creativity; and intellectual and social maturity.
3. Record the scores in Part III of the VPA Scores form, available at the following Web site:

www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS

ATTACHMENT E Instructions

INSTRUCTIONS FOR COMPLETION OF THE HEAD OF SCHOOL TUITION CERTIFICATION

Using the template on the next page, please add the names of your school's nominees for the 2008 Summer Residential Governor's Schools and their program selection and then run the first page of ATTACHMENT E on **school letterhead and have it signed by the head of school**. His or her name should be typed at the FROM: line. Please provide the completed form to the regional coordinator, indicated in ATTACHMENT A for submission with materials by the deadline of February 20, 2008, or the form may be mailed directly to the address indicated on the memorandum.

